



City of Santa Barbara  
Planning Division  
**Modification Hearing Letter**

Community Development  
630 Garden Street  
(805) 564-5578



**Applicant's return address (or letterhead)**  
**Applicant's telephone number**  
Date:

Modification Hearing Officer  
City of Santa Barbara  
630 Garden Street  
Santa Barbara, CA 93101

**Sample Format for Letter to the  
Modification Hearing Officer**

**Re: Project Address; Assessor's Parcel Number; Land Use Zone**

Dear \_\_\_\_ :

**Please include the following information:**

- 1. A detailed statement describing the existing situation and the proposed project**

SAMPLE RESPONSE:

There is an existing house (1,500 sq.ft.), a detached two car garage and a small accessory building (10' x 12') on the property. The house and garage currently encroach into the interior setback one foot on the easterly side of the property. The accessory building (storage shed) is located on the westerly side of the property outside the required setback area. All the buildings have building permits according to the City building files. The proposal is to build a bedroom addition (12' x 15') to the rear of the existing house on the easterly side of the property.

- 2. A statement of the specific modification requested and the justification for the request**

SAMPLE RESPONSE:

The modification being requested is to allow a bedroom addition to encroach one foot into the required six foot interior yard setback. The encroachment will allow the new bedroom to keep in line with the existing house without having to do major structural changes to the existing roof and would allow the bedroom to be located on the same side as the other bedrooms. The proposed bedroom is needed for our growing family, since there is only two bedrooms existing in the house.

- 3. A separate statement for each specific modification requested and a justification for each request.  
(Applicable if more than one modification requested)**
- 4. Provide a detailed statement describing the benefits of the project.**

**SAMPLE RESPONSE:**

The major benefits of having the proposed bedroom encroach into the required setback are: That it eliminates the need to redesign the roof system; Keeps the bedrooms on the same side of the existing residence; Prevents the need to add a second story addition and eliminates privacy issues that may be associated with a second story addition.

Sincerely,

Signature of Applicant